

**CALIFORNIA ARMY NATIONAL GUARD (CA ARNG)
ACTIVE DUTY GUARD/RESERVE (AGR)
STATEWIDE TOUR ANNOUNCEMENT**

- 1. Tour Number:** FTM: 115-08
UIC: WQUUAA Para/Line 101/08
- 2. Position Title:** Administrative NCO (42A20)
- 3. Unit/Location:** 270th Military Police Company, Sacramento, Ca
- 4. Opening Date of Job Announcement:** 1 August 2008
- 5. Closing Date:** 1 September 2008
- 6. Maximum Grade:** E5
- 7. Minimum Grade:** E4
- 8. Personnel Eligible to Apply:** (X) Male (X) Female () OFF () WO (X) ENL

Note Statewide means: Must be a California Army National Guard Member in order to apply.

NOTE: A favorable drug screening test within 15 days of initial entry into the AGR program is mandatory. Failure to comply with this policy will have your AGR tour revoked.

a. **Stabilization policy:** AGR personnel are required to serve a minimum of 24 months if MOSQ, 36 months if non-MOSQ, in any fulltime position before they can be considered for another AGR position within the state.

b. For the purpose of sustainment requirements, Soldiers that are selected in the AGR program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 12 months. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.

c. **Applicants are required to obtain the DMOS of 42A within one year of accession. Soldiers applying must meet the physical demand, rating, and qualifications for the initial award of the MOS IAW DA Pam 611-21.**

- (1) A physical demands rating of moderately heavy.
- (2) A physical profile of 323222.
- (3) A minimum score of 95 in aptitude area ST.
- (4) The ability to type at a minimum of 20 net words per minute or the successful completion of a basic keyboarding/personal computer class at the high school, college or university level. (Also an accessions minimum qualification requirement.)
- (5) Mandatory formal training.

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- (6) No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the soldier to include:
 - (a) No conviction by court-martial or by any Federal or state court.
 - (b) No juvenile adjudication by state court.
 - (c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the soldiers integrity and lack of trust.
 - (d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3.
 - (e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law.

d. Must be able to obtain a SECRET Security Clearance.

e. Alcohol and drug abuse as defined in DA PAM 611-21, Para 10-183b (2) (a)-(e) will disqualify any soldier or potential enlistee from this MOS. This disqualification will not be waived, even though the soldier satisfactorily completes the Army Alcohol or Drug Abuse Rehabilitation program or a civilian equivalent, except as specified in DA Pam 611-21 Para 10-183b(2)(a)-(e).

9. Selecting Supervisor: Commander, 49th Military Police Battalion

10. Military Status: Full-Time Military Title 32 Section 502 (f) (AGR)

11. Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: **(Please No binders)**

a. NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.

b. Three-quarter-length photograph in duty uniform made within the previous 12 months ("official" military photograph is not required).

c. **Certified copy** of DD 1966-1, or Recruiter's Worksheet demonstrating qualifying ASVAB/AFCT scores. PQR.

(Certified Copy - See frequently asked questions)

d. Last 3 NCOERS. (Supervisor must provide written statement/memo providing information as to why soldier's NCOERS are not available. Applicants in the grade of recently promoted E5s must submit at least one current letter of recommendation in lieu of this requirement ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties, and capabilities).

e. **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated. *(Certified Copy - See frequently asked questions)*

f. Must meet standards IAW AR 600-9, submit body fat worksheet, (if applicable).

g. Current Medpros printout (Available on AKO).

<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record).

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- h. DA Form 4970 Cardiovascular screening (over 40 soldiers) if applicable.
- i. All DD forms 214 (copy must include bottom portion that identifies SPD code).
- j. RPAS statement.
- k. ***Current DMV print out (with in six months) must be enclosed with this packet***

**** We recommend that you have a member of your unit review your application prior to submission to our office.****

12. Applicants who answer YES to questions 8, or 12 – 18 of section IV, NGB Form 34-1, or have not completed initial entry training (IET) are ineligible to apply to include: **DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**

13. Applicants selected for AGR, and meeting any one of the following disqualification, will require a HQDA, DCSPER waiver prior to entry.

- a. Unable to serve at least five (5) years on AGR Status prior to achieving eighteen (18) years-active federal status or mandatory removal date.
- b. Entitled to military retired pay.

14. Duties and Responsibilities: Responsible for accomplishing the Commander's plans and programs to attain the unit's training and mobilization readiness objectives.

- a) Prepare personnel accounting and strength reports.
- b) Submits IDT/ADT payroll and resolve Soldier pay issues.
- c) Process Line of Duty investigations.
- d) Prepares and monitors all company personnel actions.
- e) Applicants must be proficient in Microsoft Office applications and have general computer skills
- f) Performs other duties as assigned.
- g) Input Soldiers in ATRRS for schools. Track and report all Company ATRRS applications.

15. Submit application to: Joint Forces Headquarters ATTN: CARSD-J1-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101. **Please Do Not call this office with questions to your application to see if we have received it, you will be notified by mail. Please see Frequently asked questions on our web page.**

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NOTE: If you require a certified copy of DA Form 2-1 and/or RPAS statement, call 916-854-3420. **COMPLETE APPLICATION (TO INCLUDE ALL REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR NOT LATER THAN THE CLOSING DATE SHOWN IN BLOCK #5.**

Additional copies of this announcement may be obtained from our website at

www.calguard.ca.gov/cahr.

16. Human Immune Deficiency Virus (HIV) testing for all soldiers will be accomplished within 6 months prior to initial entry.

17. Equal opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, national origin, political affiliation, marital status, or any other non-merit factor.